

Ride Leader Candidate Pack

For the Bicycle NSW Ride Leader Course

April 2021

Ride Leader Candidate Pack

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INTRODUCTION TO RIDE LEADERS COURSE

Welcome to the BNSW Ride Leaders Course!

Thank you for stepping up and enabling people to enjoy the fun and health benefits of bicycle riding, in the safety of a well-planned group ride with your Bicycle User Group (BUG).

The **BNSW Ride Leaders Course** is designed to take you, as an experienced group rider, through a series of exercises to give you the knowledge, skills and experience to competently – and confidently – lead a group of riders.

Your **BUG** has supported your registration in the course, recognising your general suitability: in cycling skills, group riding experience and ability in planning and managing people. Your Master Ride Leader (MRL) will work closely with you through the Course and guide your path to the assessments.

The MRL will conduct the assessments taking you to accreditation as a Level 1 Ride Leader. You may progress to Level 2 when you obtain a first aid certificate and lead two group rides independently.

The process and resources

The steps in the Course are outlined in the [Overview diagram](#) [See page 5] together with the supporting resources found in this pack.

The Course begins with an Introduction Discussion with your MRL.

The Ride Leader Manual

The Manual is the primary resource for the Course. You will need to use it to prepare your Ride Plan (Assessment 1) and for leading a group (Assessments 2 and 3). The Manual has a wealth of information about ride leading and we encourage you to take advantage of it.

The Ride Plan

The Manual describes how to create a ride that suits your level of riding and the group you want to attract. You'll take care to select the right roads or paths to suit the type of riders you want to appeal to. You'll prepare a three-part Ride Plan: a route map, a cue sheet and a ride description.

The Discussions: 'Theory and Practice of Ride Leading'; 'Case Studies' x3

These are important elements in the Course. They give you the basis for valuable and informative dialogues with your MRL, to gain the benefit of their considerable experience.

The '[Theory and Practice of Ride Leading](#)' [See pages 7-9] outlines the personal qualities essential to a model ride leader. It also outlines a section-by-section guide to the Manual.

The [Case Studies](#) [See page 10-13] gives you three ride scenarios where problems arise that challenge the Ride Leader to manage successfully. They highlight the importance of ride planning and pre-ride communication as well as on-ride resourcefulness and problem solving.

Assessments

There are three assessments:

1. The Ride Plan

The Ride Plan's three parts require some effort and thought to prepare. We recommend that you confer with your MRL during their preparation prior to seeking assessment of your work. It is important that your Ride Plan clearly indicates key ride information and things such as potential hazards. See the assessment checklist for details.

2. Practical ride leading assessment

This assessment provides an initial, practice test of your overall skills in leading a group in a controlled environment. It examines your abilities to perform fundamentals such as the pre-ride briefing, giving commands and signals while leading, and re-grouping. It also tests your ability to appropriately manage circumstances that can arise on group bike rides.

The Practical Ride Leading Assessment gives you the opportunity to demonstrate your leadership and management attributes as set out in the 'Theory and Practice of Ride Leading'.

You will need to perform satisfactorily to progress to a ride co-leading assessment.

3. Ride co-leading

Co-leading a group ride with the MRL will be your first real-world opportunity to lead a group of riders on a BUG ride. It should be a ride that you are confident to conduct and have chosen with the agreement of the MRL. You should know the route thoroughly. You may choose to use the route you developed in your Ride Plan. You may wish to limit the size of the group. It is important to agree with your MRLs the respective roles you will perform as co-leaders, your level of independence as the candidate, and the circumstances under which they will give you guidance or intervene.

Leading a group ride is a complex task and places demands on your ability to multi-task and respond appropriately. A second ride co-lead would give you the opportunity to learn from the first and gain further experience.

Conclusion

There's no set time limit for you to complete the course. It's important that you proceed at your own pace, developing the key skills and experience you need.

We wish you all the best.

If you have any questions or feedback at any time, please contact Bicycle NSW at info@bicyclensw.org.au.

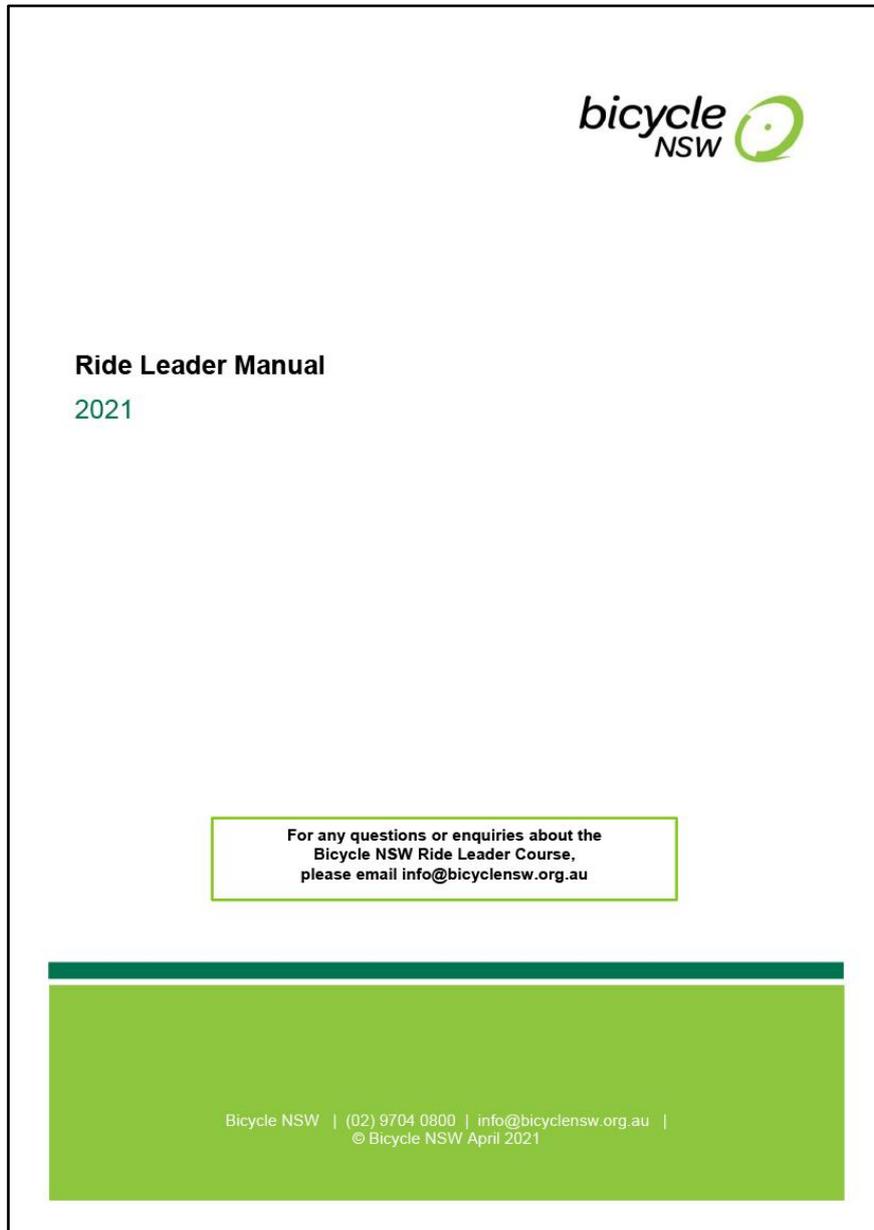
THE OVERVIEW DIAGRAM



RIDE LEADER MANUAL

Please [download](#) and read the Manual.

Your Master Ride Leader will provide a password to open this file.



THE THEORY AND PRACTICE OF RIDE LEADING

Master Ride Leader/Candidate Discussion

The **Ride Leader Manual** is the foundation for the Ride Leader Course and candidates should begin using it early in their training. A sound understanding of the Manual is essential to successful assessment and accreditation as a Bicycle NSW Ride Leader.

The following plan is suggested for discussing the **Theory and Practice of Ride Leading** using the Ride Leader Manual combined with your experience as a Master Ride Leader.

- The Essential Ride Leader – see 1
What are the personal qualities and skills that make for a proficient Ride Leader?
- Preparing the Ride Plan – see 2
 - Creating the ride plan – map, cue sheet and ride description
- Ride Leading – see 2
 - Successfully leading groups of recreational riders
- Essential knowledge for ride leading – see 2
 - Road rules for cyclists and drivers
 - Hand signals and verbal commands
 - Riding etiquette
 - Problems that arise on group rides

CANDIDATE

1. The Essential Ride Leader

| | |
|--|--|
| A Planner and Organiser | Plans safe and enjoyable routes Targets the right type of riders Considers the risks that may arise Checks ahead the variables that may affect the ride |
| A Communicator and People Person | Communicates the key points about the ride before the event Pre-ride, briefs the riders on essential information Gives verbal commands and hand signals during the ride Gives other commands and directions as necessary |
| A Leader in Action – the Ride Captain | Navigates the route while monitoring the group Maintains 360° awareness Manages incidents and accidents Manages dangerous riders and drivers when necessary Keeps calm in all circumstances and thinks clearly Inspires confidence and commands respect |
| A Problem Solver | Solves problems that arise, using their own resources, those of the group and external ones as needed |

CANDIDATE

2. The Ride Leader Manual sets out how to prepare the ride plan and for the complex task of leading a group of riders.

| RIDE LEADER MANUAL | COMMENT | PAGE |
|---|----------------------|-------------|
| What kind of rides do you want to lead? | | 7 |
| Choosing a safe and enjoyable route: <ul style="list-style-type: none"> • Types of riders • Ride difficulty – grading • Group size • Roads, paths, traffic • Weather • Amenities e.g. toilets • Points of interest | | 7-10 |
| Preparing your ride plan: <ul style="list-style-type: none"> • Map • Cue Sheet • Description including ride grading – pace, average speed etc. | Samples are at p. 30 | 11 |
| Test riding and finalising your planned route | | 13 |
| Promoting your ride | | 14 |
| Riding your planned route - pre-ride | | 15 |
| Leading your ride: <ul style="list-style-type: none"> • Pre-ride checklist – resources • Last minute checks e.g. weather • At the start • Pre-ride briefing | | 16 |
| On the ride | | 18 |
| Road rules | | 18 |
| Hand signals and verbal commands | | 20-21 |
| Rider etiquette | | 22 |
| Dangerous drivers and riders | | 23 |
| Problems that happen on rides: <ul style="list-style-type: none"> • Mechanical • Weather • Accidents, injuries | | 24 |
| After the ride | | 26 |
| 10 tips for safety | | 27 |
| Maintaining your bicycle | | 27 |

CASE STUDIES

Your BUG has given you the task of planning and leading the following rides.

Tour of the Grape

Back Roads Tour

State Forest Tour

For each Ride Description, read the story of how the ride progresses.

Then think about:

- how you would manage the problems
- and discuss your ideas with your Master Ride Leader.

ASSESSMENTS – RIDE PLANNING AND RIDE LEADING

Master Ride Leaders accredit ride leaders and fellow master ride leaders with an authority delegated by the Chief Executive Officer, Bicycle NSW, subject to the terms of this document and their certification of the candidate's competence.

The assessments for Ride Planning and Ride Leading are the basis for the accreditation of Bicycle NSW Ride Leaders.

Candidates are encouraged to refer to the assessment checklists throughout the course, in discussion with the MRL, as they develop their skills and work toward the formal assessments.

MRLs should complete both Assessment Statements when the candidate has demonstrated the required level of competence and forward the signed documents to Bicycle NSW.

SECTION 1 – RIDE PLANNING ASSESSMENT

The essential parts of the Ride Plan are:

1. **Designing a map**
2. **Creating a cue sheet**
3. **Creating a ride description**

The Ride Leader Manual pages 8 to 17 sets out how these are prepared.

When the candidate has prepared these, they should be reviewed and assessed in discussion with the Master Ride Leader against the criteria set out below.

Items to be assessed

- A map, cue sheet and a ride description has been created
- A trial ride has been conducted

The map and cue sheet

The map and/or the cue sheet includes:

- A clear name
- A concise description of the ride
- A theme (if applicable)
- Average speed
- Cumulative distances
- Start and approximate finish times (or duration of the ride)
- Location(s) of start and finish
- Amenities such as public toilets, water, rest stops and (coffee)shops
- Shortcuts and / or alternative routes
- Points of interest, lookouts and / or (other) landmarks
- Regrouping points
- Comments
- Warnings
- Actions
- The RL's mobile phone number
- The RL's sweep's name and phone number

Comments:

CANDIDATE

The ride description:

The ride description include the following: (not all items may be required)

- Date of your ride
- Destination
- Start time
- Start Location
- Finish Location
- Distance of ride
- Total distance
- Ride grading - required levels of fitness and riding experience
- Type of ride and bike
- Pace and average speed
- Hilliness e.g. metres climbed
- Brief description of the route including types of roads, paths and special highlights
- Hazards or challenging features
- What to bring e.g. water, spare tube
- Limit on group size (if applicable)
- How and when cancellation will be advised if necessary
- Current health, fire and weather warnings and advice
- Contact details

Comments:

CANDIDATE

SECTION 2 – RIDE LEADING ASSESSMENT

Candidate name _____

Ride dates 1. _____ 2. _____

The Ride Leader Manual sets out the essential skills and knowledge that make for proficient ride leading - see pages 16 to 28 and the appendices. This assessment tests these during **rides co-led by the candidate and the MRL**.

This document should be made available to the candidate well before the ride. The MRL should agree with the candidate beforehand their respective roles and tasks during the ride. The MRL should make clear they may take full control of the ride and the group at any time.

The assessment criteria should be checked off by the MRL and the candidate’s performance discussed with them after the co-lead ride. Not all items are mandatory and some may be marked ‘not applicable’. Comments should include areas for further development as applicable.

The MRL will determine whether the candidate has demonstrated competence in each of the five groups.

This Assessment Statement should be completed by the MRL after the co-lead ride(s) and retained by the BUG for future reference and possibly audit. The Accreditation Sign-off should be completed by the MRL (and candidate) and submitted to BNSW with the Ride Planning Assessment.

Items to be assessed

BEFORE THE RIDE

Ride 1 Ride 2

- Evaluates the apparent suitability of riders and bicycles for the planned ride
- Briefs the participants at the start regarding the route, hazards, major stops, communication methods (verbal & hand signals), expected key behaviours and ride return time
- Completes rider registration and gives risk warning
- Assigns a rider to perform the role of Sweep

| | | | | | |
|--|-----------------------|------------------|------------|----------|-----------|
| RIDE 1 NOTES/COMMENTS | RIDE 2 NOTES/COMMENTS | | | | |
| <table style="margin: auto; border: none;"> <tr> <td style="border: none;">COMPETENT</td> <td style="border: none; padding: 0 10px;">YES</td> <td style="border: none; padding: 0 10px;">/</td> <td style="border: none;">NO</td> </tr> </table> | | COMPETENT | YES | / | NO |
| COMPETENT | YES | / | NO | | |

CANDIDATE

ON THE RIDE

Ride 1 Ride 2

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Gives hand signals and/or verbal directions and guidance |
| <input type="checkbox"/> | <input type="checkbox"/> | Regroups at intervals appropriate to the ride grade, at safe locations |
| <input type="checkbox"/> | <input type="checkbox"/> | At the regroup, monitors the participants and gives an overview of the next section of the route |
| <input type="checkbox"/> | <input type="checkbox"/> | At all times, knows the number of participants, keeps account at regrouping points and take appropriate steps to find any missing |
| <input type="checkbox"/> | <input type="checkbox"/> | Arranges for more experienced riders to accompany weaker or inexperienced riders |
| <input type="checkbox"/> | <input type="checkbox"/> | Asks participants to act as 'Signposts' where appropriate |
| <input type="checkbox"/> | <input type="checkbox"/> | Obeys the road rules |
| <input type="checkbox"/> | <input type="checkbox"/> | Acts responsibly and courteously to other road and path users |
| <input type="checkbox"/> | <input type="checkbox"/> | Decides at every point, whether the ride shall continue or be cancelled depending on conditions and events |

| | | | | | |
|--|-----------------------|------------------|------------|----------|-----------|
| RIDE 1 NOTES/COMMENTS | RIDE 2 NOTES/COMMENTS | | | | |
| <table border="1" style="width: 100%;"> <tr> <td style="width: 60%;">COMPETENT</td> <td style="width: 20%;">YES</td> <td style="width: 10%; text-align: center;">/</td> <td style="width: 10%;">NO</td> </tr> </table> | | COMPETENT | YES | / | NO |
| COMPETENT | YES | / | NO | | |

CANDIDATE

CRITICAL INCIDENTS

Ride 1 Ride 2

- Properly manages all incidents and emergencies:
 - Major accidents or other emergencies
 - Administers or manages basic first-aid when required
 - Provides or arranges for minor mechanical assistance as necessary
- Effectively manages the entire group when stopped due to an unexpected incident.

| | | | |
|--|-----------------------|------------------|-----------------|
| RIDE 1 NOTES/COMMENTS | RIDE 2 NOTES/COMMENTS | | |
| <table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <td style="padding: 5px;">COMPETENT</td> <td style="padding: 5px;">YES / NO</td> </tr> </table> | | COMPETENT | YES / NO |
| COMPETENT | YES / NO | | |

OVERALL LEADERSHIP

Ride 1 Ride 2

- Presents a calming and competent demeanour during the ride
- Communicates effectively while riding and at regroup and other stops
- Manages misbehaviour by any participants as necessary

| | | | |
|--|-----------------------|------------------|-----------------|
| RIDE 1 NOTES/COMMENTS | RIDE 2 NOTES/COMMENTS | | |
| <table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <td style="padding: 5px;">COMPETENT</td> <td style="padding: 5px;">YES / NO</td> </tr> </table> | | COMPETENT | YES / NO |
| COMPETENT | YES / NO | | |

CANDIDATE

AFTER THE RIDE

Ride 1 Ride 2

- Reviews the ride with the Sweep and other riders as appropriate
- Completes an incident report if necessary

| | |
|-----------------------|-----------------------|
| RIDE 1 NOTES/COMMENTS | RIDE 2 NOTES/COMMENTS |
| COMPETENT | |
| YES / NO | |

INSTRUCTIONS:

Master Rider Leader to complete the **BNSW Ride Leader Accreditation Sign Off** document [See pages 15-16 in Master Ride Leader Pack] and submit to Bicycle NSW.